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april 1963

FISCAL DIVISION
ACCOUNTING PROGRAM

I ASSIGNMENT

Conversion of Vouchered Funds Accounting records from a NCR
and manual system to a computer system effective 1 July 1963.

II OBJECTIVES

Major objectives of converting to a computer system are classi-
fied below as current and future objectives.

A. Current

1. To have a more uniform method of recording vouchered
and unvouchered financial transactions. The uniform
recording system provides other benefits -

(a) Permits the utilization of the present 501 UV
program in most of the computer processing of
vouchered funds.

(b) The same report formats will be used in most
V and UV reports thus removing a source of con-
fusion for users of the reports.

2. To have current and more frequent reporting for finan-
cial transactions; semi-monthly reporting is contemplated
for allotment accounting.

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3. Computer prepared reports covering transactions which
require corrective action.

4. Utilize computer programs, whenever possible,
to   establish estimated obligations, adjust
obligations to actual and liquidate obligations, thus
freeing personnel for activities not subject to com-
puter methods.

B. Future

1. Develop procedures and computer program to prepare a
consolidated financial statement of the Vouchered and
Unvouchered Accounting records.

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2. Provide a stronger basis for the consolidation of the Fiscal and Finance Divisions (when space permits):

   a. Elimination of the objections. concerning different accounting systems.

   b. Training program for new employees will be approximately the same for the V and UV Accounts Branches, thus permitting inter-change of employees when required.

3. Develop. a program for more rotation of Accounting personnel between Fiscal and Finance.

III WORK PROGRAM

A general outline of the program for this effort.

A. Current System

   (1) Review of the major documentation and processing action taken - make a general flow chart. (Completed)

   (2) Review the account structure and its requirements. (Completed)

B. Revised System

   (1) Develop new system, type of record, report formats, etc. (Draft completed)

   (2) Chart revised document flow, if necessary. (In process)

   (3) Design any new forms required. (Drafts completed)

   (4) Study and make any necessary recommendation as to type of organization needed. (In process)

C. Training Fiscal Personnel

   Develop program for training Fiscal personnel on coding, batching, proof-listing review, report and account analysis, and what type of action to take on "work reports". (Scheduled for May and June)

D. Customer Training

   Have meetings with customer on the kinds of data to be accumulated and how computed, and how to read and use the various reports to be furnished. (Various meetings over a nine month period beginning in April

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